



HOUSING & COMMUNITY DEVELOPMENT, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	HOUSING & COMMUNITY DEVELOPMENT, DEPARTMENT OF	RELEASE DATE:	Tuesday, January 26, 2010
POSITION TITLE:	CHIEF COUNSEL	FINAL FILING DATE:	Wednesday, February 10, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$13,381.00 / Month	BULLETIN ID:	01252010_2

POSITION DESCRIPTION

Under the general direction of the Director/chief Deputy Director, the Chief Counsel, plans, organizes and directs the Legal Affairs Division, acts as legal advisor to Departmental management, interprets legislation, regulations, rules and legal opinions; prepares legislation; as a member of the Executive Staff, participates in development and implementation of major Departmental policy, and, in complex litigation, formulates the legal policy of the Department.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

AND Either I: Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II: Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

AND Applicants must also satisfy the following minimum qualification: Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the specific following knowledges and abilities:

Knowledge of: legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision.

Ability to: analyze legal principles and precedents and apply them to complex legal and administrative problems; present statement of facts, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

•Knowledge of the State Health and Safety Code provisions regarding housing and community development; including but not limited to the development and implementation of policies and procedures affecting the department's loan and grant programs, mobilehome registration and titling, mobilehome occupational licensing, mobilehome parks licensing, employee housing and relocation guidelines for State and local government entities. •Managerial, administrative, and supervisory experience. •Knowledge of housing related laws and regulations applicable to local jurisdictions, and other housing program administrators. •Experience in providing legal consultation to State officials. •Knowledge of the Department of Housing and Community Development's organization, objectives, programs, and policies. •Knowledge, experience, and commitment to improving customer service through continuous quality improvement.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF COUNSEL**, with the **HOUSING & COMMUNITY DEVELOPMENT, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The position, Chief Counsel, Legal Affairs Division, Department of Housing and Community Development, exists in the headquarters office located in Sacramento.

Applications and Statement of Qualifications will be screened based on the minimum and desirable qualifications as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates, and interviews of the top candidates may be conducted. All candidates will receive written notification of the examination results.

FILING INSTRUCTIONS

All inquiries regarding this examination should be directed to Martina Major at (916)323-7258.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

HOUSING & COMMUNITY DEVELOPMENT, DEPARTMENT OF, Personnel Management
Branch
1800 3rd Street, Room 405, Sacramento, CA 9511
Martina Major | (916) 323-7258 | mmajor@hcd.ca.gov

ADDITIONAL INFORMATION

Applicants are requested to submit a standard State Application, Form 687, with a Statement of Qualifications. Applicants are to include in their Statement, a narrative description of the specific experience they have which is directly related to the desirable qualifications cited for this position.

Applicants who fail to submit a Statement of Qualifications will not be considered for this position. An application and the Statement of Qualifications are to be postmarked or delivered by February 10, 2010 to:

Department of Housing and Community Development Personnel Management Branch 1800 3rd Street, Room 405 Sacramento, CA. 95811 Attn: Martina Major

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The HOUSING & COMMUNITY DEVELOPMENT, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which

this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>